Amending the Calendar for 2016-2017



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Closing Schools for the Day

When school is canceled, the calendar must be updated. This must be done so attendance will calculate correctly and the attendance reports will be correct.

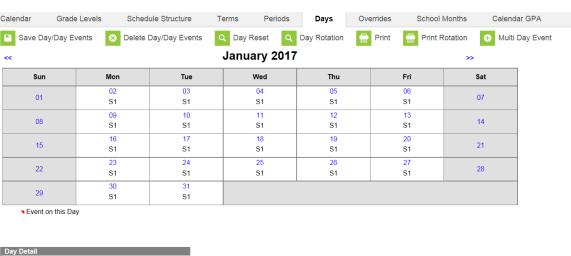
The following is an example of how to update the calendar:

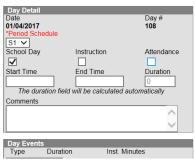
Days

Path: Index > System Administration > Calendar > Calendar > Days

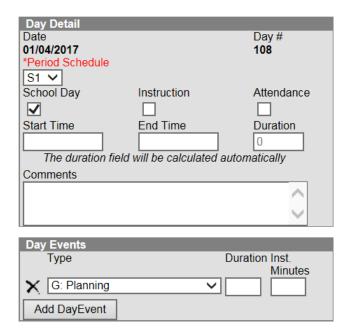
If the teachers are working on the day school is canceled:

Remove the check box for Instruction and Attendance for each schedule structure.



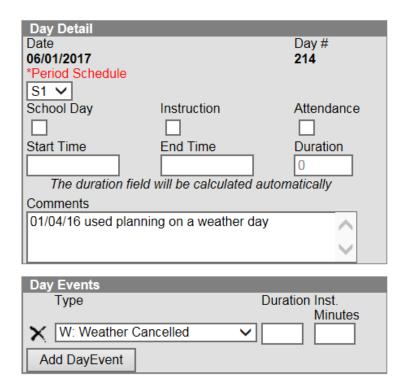


Choose "Planning" "Teacher Equivalency" or "Professional Day" in the dropdown list.



Click "Save Day/Day Events"

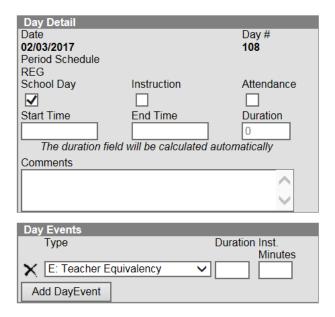
The Weather day must be accounted for so the number of makeup days can be correctly calculated for future years. Since two day events cannot show on one day, the weather event can be entered in the tenth month. In the comments indicate which teacher day was actually a weather day. (Alternatively, the weather day can be put on the actual day and the teacher day added on the end of the calendar.



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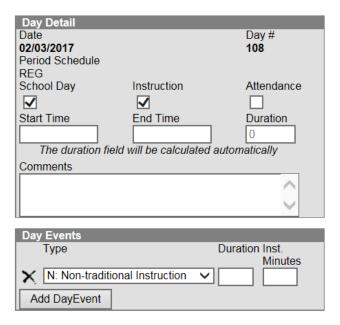
If a nentraditional Instruction is used

Days when non-traditional instruction is used are not officially "N: Non-traditional Instruction" until they are approved by KDE. Therefore when a district has a non-traditional day they should mark the day in each calendar as an "E: Teacher Equivalency" day. Uncheck the Instruction and Attendance checkboxes.



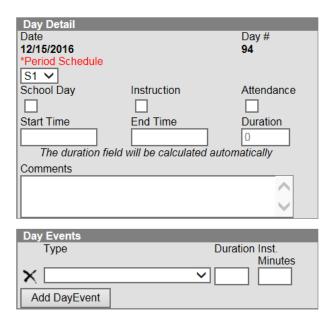
When the nontraditional days are approved the day event should be changed to "N: Nontraditional day." The Instructional checkbox should be checked.

Please note that since these are instructional days they do count toward home hospital and students can be suspended on these days.

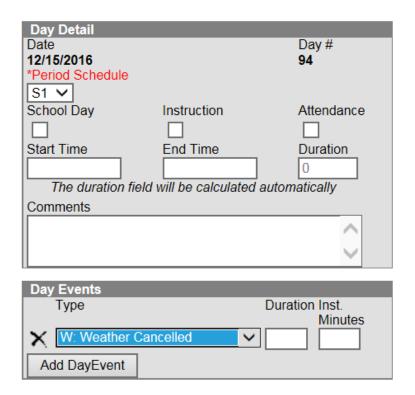


If the day is also canceled for the teachers:

Remove the check box for" School Day," "Instruction," and "Attendance" for each schedule structure.



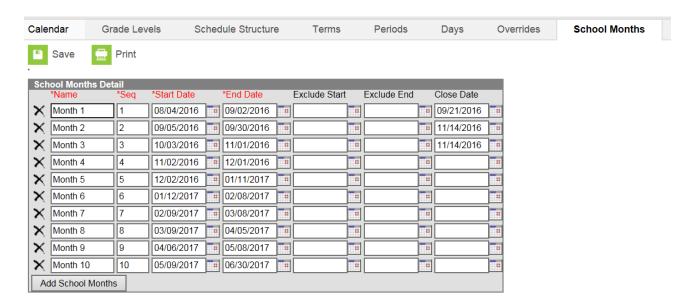
Choose "Weather Cancelled" or "Closed Due to Illness" in the dropdown list.



School Months

Path: Index > System Administration > Calendar > Calendar > School Months

Adjust start and end dates of school months. Each month except month 10 must have 20 school days.



In the example, the snow day was in month 5. The end date of month 5 must be changed and the start and end date of months 6 through 10 must be changed.

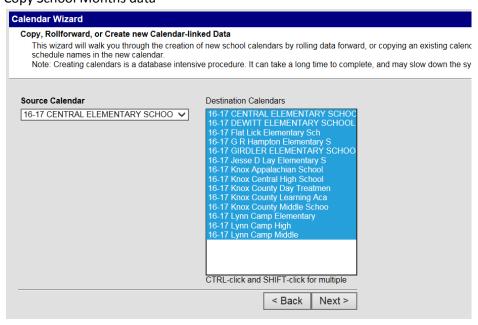
NOTE: Once school months are corrected for one calendar, the calendar wizard can be used to copy the changes into all other calendar where it applies.

Path: Index > System Administration > Calendar > Calendar Wizard

Select "Copy data into Existing Calendars"

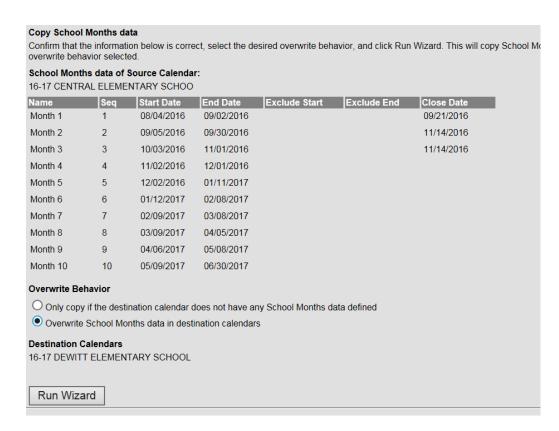
opy, Rollforward, or Create new Calendar-linked Data		
This wizard will walk you through the creation of new school calen schedule names in the new calendar.	dars by rolling data forward, or copying an existing cal	endar. [
Note: Creating calendars is a database intensive procedure. It can	n take a long time to complete, and may slow down the	system
elect Wizard Mode		
Create new blank Calendars		
Create new Calendars by rolling forward selected data (last-years	s data will be added to a newly created calendar).	
Copy data into Existing Calendars		
	< Back Next >	

Click "Next" Select "Copy School Months data"



Verify the source calendar information is correct and the destination calendar is the one that needs to be changed.

In the Overwrite Behavior section, select "Overwrite School Months data in destination calendars."

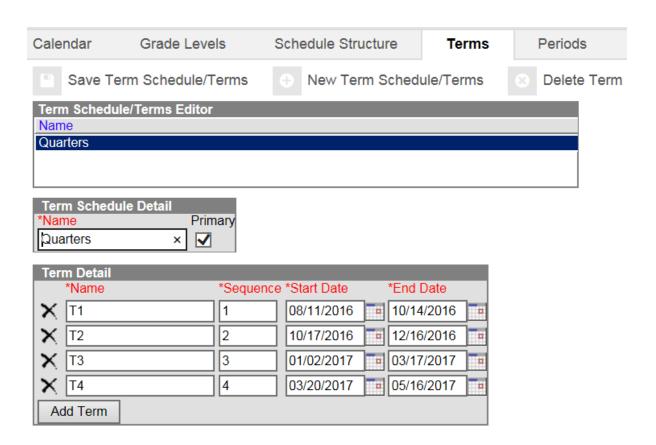


Terms

Path: Index > System Administration > Calendar > Terms

If the weather day changes the end of terms, the start and end dates can be changed on the terms tab.

Please be sure the last term includes any instructional days that have been added.

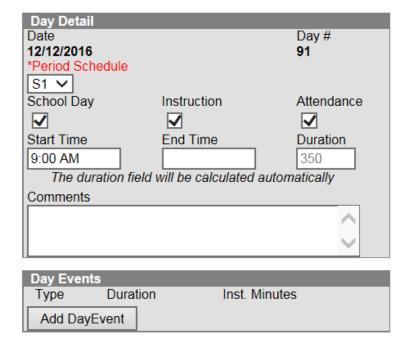


Shortened Days

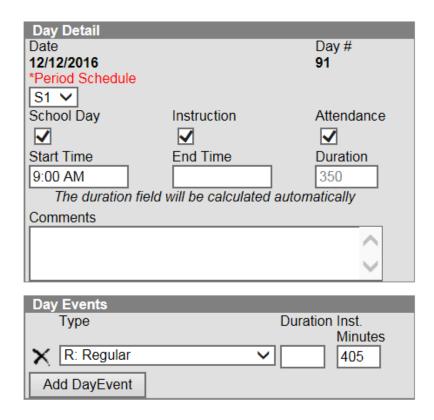
When days are shortened due to early release or delay, the calendar must be updated. This will allow absences and tardies to calculate correctly. This update must be made on the calendar for each structure.

Path: Index > System Administration > Calendar > Calendar > Days

Enter the start for a delay or the end time for an early release.



If non-instructional time changes, for example a non-instructional recess is canceled on the shortened day, click "Add Day Event." Enter the total instructional time for the day. This will override the normal calculation. The normal calculation subtracts any non-instructional minutes listed on the period structure from the duration on the day detail above.



1.

NOTE: If attendance will be taken in first period, it is best to wait until morning attendance is taken <u>and reconciled</u> before entering the new start time. It is permissible to wait until the next day to enter the start time on the calendar.

Extending the Day

If days in the calendar are extended beyond the regular day a new period schedule must be created.

Path: Index > System Administration > Calendar > Calendar > Periods

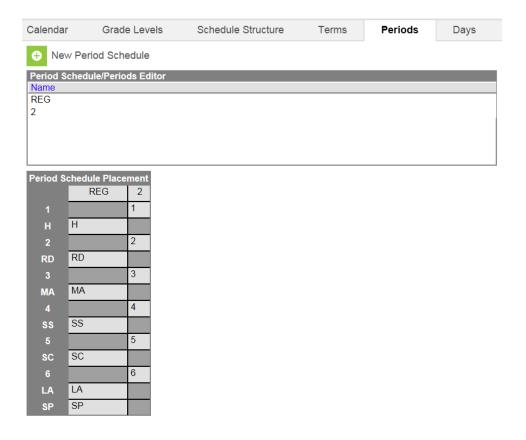
Click "New Period Schedule"

Auto Create Period Schedules
Parameter Selection This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.
1. Enter the Number of Period Schedules.* Examples:
 For a Single Period Schedule, enter 1 For an A/B Day Schedule, enter 2 For an A/B/C Day Schedule, enter 3 For a M/T/W/R/F Schedule, enter 5 Or, enter any other number of period schedules needed for the calendar.
(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)
2. Enter the Number of Periods for Each Period Schedule.*
Create PeriodSchedules/Periods

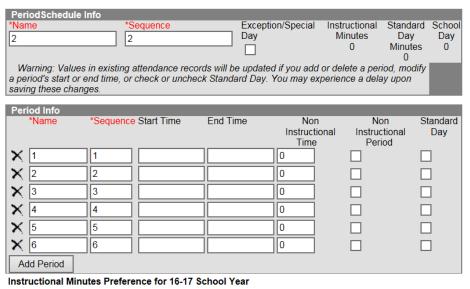
Select the number of period schedules you need to add and the number of periods.

Auto Create Period Schedules
Parameter Selection This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.
1. Enter the Number of Period Schedules.* Examples: • For a Single Period Schedule, enter 1
 For an A/B Day Schedule, enter 2 For an A/B/C Day Schedule, enter 3 For a M/T/W/R/F Schedule, enter 5 Or, enter any other number of period schedules needed for the calendar.
(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)
2. Enter the Number of Periods for Each Period Schedule.*
Create PeriodSchedules/Periods

Click "Create Period Schedule"



Click on the new period schedule.

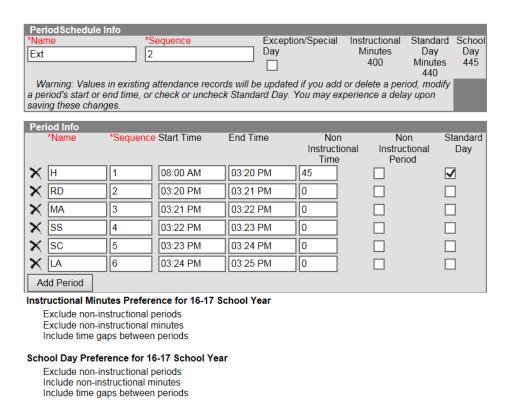


Exclude non-instructional periods Exclude non-instructional minutes Include time gaps between periods

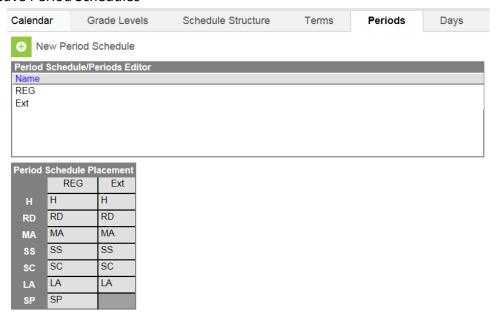
School Day Preference for 16-17 School Year

Exclude non-instructional periods Include non-instructional minutes Include time gaps between periods

Change the **Name**. Enter the **Start Time**, **End Time** and **Non Instructional Time** for your periods. Check the appropriate **Non Instructional Period** and **Standard Day** checkboxes.



Click "Save Period Schedules"

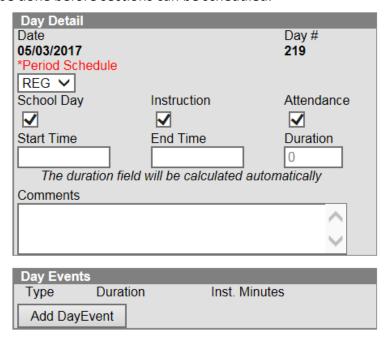


Add the period schedule to the calendar. The new period schedule must be selected on each day students will be attending the extended time.

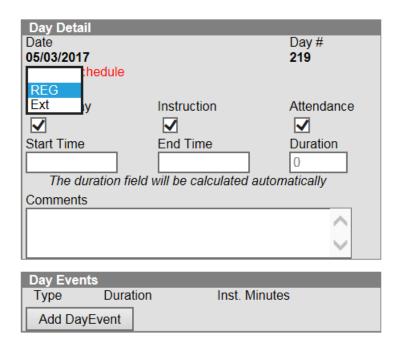
NOTE: if entering this after the new schedule has already started in the school, do not select a day where attendance has been taken until all sections have been scheduled into the period schedule.

Path: Index > System Administration > Calendar > Calendar > Days

Select at least one day in each term where you will be using the new period schedule. This must be done before sections can be scheduled.



Select the new period schedule in the **Period Schedule** dropdown.



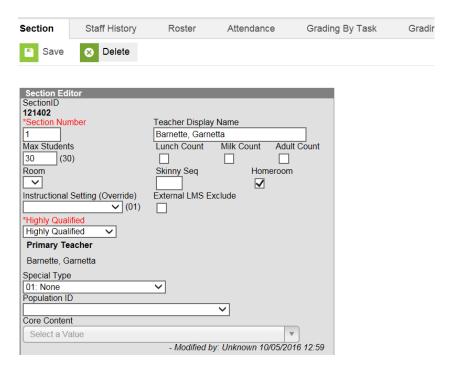
Click "Save Day/DayEvents." Repeat this for at least one day in each term where the new period schedule will be used.

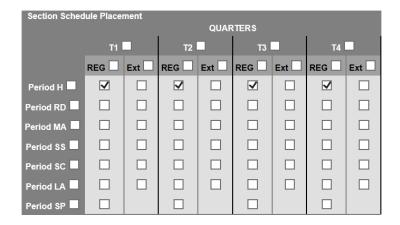
Schedule course sections

The new period schedule must be attached to sections before attendance can be taken and before the days will appear in the teacher's grade book.

Path: Search > Course/Section

Open each section of each course and select the appropriate check boxes.





Check the appropriate boxes to indicate the class district.

Once all sections have been updated the new period schedule can be selected on days where attendance has already been taken.

NOTE: Infinite Campus has a script that will schedule the sections if the sequence is exactly the same in the old period schedule and the new. Everything in the first period in the old schedule will be scheduled into the first period on the new period schedule, everything in the second period into second period in the new, etc. as long as they are one-to-one. This is a billable service.

Verifying calendar changes

Any time the calendar is updated the following reports should be run to make sure everything is correct.

KY State Reporting > KDE Reports > Schedule Gap

KY State Reporting > KDE Reports > Calendar Summary

KY State Reporting > Edit Reports > Calendar Edits Report